

Instructions on Setting up Administrative Assistants in SSO for Interim Assessments

The SSO administrator should sign into RIDEmap. Then click on his/her user name in the top right corner of the screen. Then click "Update User Profile" to enter into the Single Sign-on screen. Then click "Administration Menu". Then click "Account Management". Then click "Account Search".

Once in the account search screen, the SSO admin should search for the user by entering the first initial of the first name and the complete last name. Then click "Search". Once they locate the user, click on the blue hyper link listed for that user. It will be the user's username.

This will take the SSO Administrator into the user's profile screen . It will be titled "Manage Account". Click on the button named "Role Assignment". Within the "Selected Groups" region, all the roles that are already assigned to this user are listed. If you do not see the role named "IMS_IA_Assist" listed, Click on the button named "Select Additional Groups" to assign this role to this user.

Your district name should be opened in the folder under the "Department of Education" folder.

Click on the "+" sign next to "Your district Schools" folder to expand it. Then click the "+" sign next to the folder for your School. Then click on the "+" sign next to "Your School Roles" folder to expand it.

Then click on the "IMS_IA_Assist" role. Close the window by clicking the ""Close Window" button at the bottom of the screen. Then click the "Save Changes" button on the "Manage User Account Role Assignment" screen to save the role you just added to this user. Click the "Cancel" button on the "Manage Account" screen to return to the "Account Search" screen.

Repeat by searching for the next user in the "Account Search" screen

For support and questions on this process please contact: <https://support.ride.ri.gov/> and submit a ticket.